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MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

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April 26, 2014

Town of Whitefield
Board of Selectmen
38 King Square
Whitefield, NH 03598

RE: 2013 Assessment Review

Honorable Members of the Board of Selectmen:

The New Hampshire Department of Revenue Administration has completed its review based on the six assessment areas specifically identified in RSA 21-J:11-a and RSA 21-J:14-b I. (c).

They are:

- A. Level of assessments and uniformity of assessments are within acceptable ranges as recommended by the Assessing Standards Board by considering, where appropriate, an assessment-to-sales-ratio study conducted by the Department for the municipality;
- B. Assessment practices substantially comply with applicable statutes and rules;
- C. Exemption and credit procedures substantially comply with applicable statutes and rules;
- D. Assessments are based on reasonably accurate data;
- E. Assessments of various types of properties are reasonably proportional to other types of properties within the municipality; and,
- F. For all revaluations including full revaluations, partial revaluations, cyclical revaluations and statistical updates conducted on or after the April 1, 2006 assessment year by either an independent contractor or an in-house assessor, a report based on the most recent edition of the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 6 shall be produced.

In accordance with RSA 21-J:11-a, II, the Department shall report its findings to the Assessing Standards Board and the municipality.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

We are pleased to report that you met most of the above standards adopted by the Assessing Standards Board (ASB), with the exception of the following:

Item A.1 – Median Ratio. The Town's median ratio should be between 90% - 110% inclusive with a 90% confidence level. The town's median ratio is 119.53%. The town is contracted to do a town-wide update in 2014. This should bring the ratio in to compliance.

Item B.4 a-c – Current Use. The review was suspended after finding out the town does not comply with CUB 304. The ranges of value are not being taken into consideration. Some of the files did not have applications or site maps. I recommend the town review the current use files to ensure they comply with state statutes. Attached please find the Departments' coversheet indicating why it did not meet the Standard.

Item C.1.a – Credits. There were no PA-33 Forms filed for applicants who have properties listed in a trust or life estate. One applicant is receiving the Total and Permanent Credit and does not meet the criteria per state statute. I recommend the town review all applicants receiving the credit to ensure they comply with the state statutes. Attached please find the Departments' coversheet indicating why it did not meet the Standard.

Item C.1.b – Exemptions. There were no PA-33 Forms filed for applicants who have properties listed in a trust or life estate. I recommend the town review all applicants receiving the credit to ensure they comply with the state statutes. Attached please find the Departments' coversheet indicating why it did not meet the Standard.

Prior to release of this report to the ASB you have an opportunity to respond to any DRA recommendations made. Your response should be made within 30 days of the date of this letter. We will be in contact with you to schedule a meeting to review this report. We are available to provide assistance to you in any areas not met, if needed.

We would like to thank the staff members who assisted with information retrieval as well as working in an understanding and cooperative manner.

I would like to take this opportunity to remind you that pursuant to RSA75: 8-a Five-Year Valuation as well as Part 2 [Art.] 6. [Valuation and Taxation.] of the State Constitution your next town-wide reappraisal must be completed no later than 2014.

If you have any questions, feel free to contact me.

Sincerely,



Stephan W. Hamilton, Director
Municipal and Property Division

cc: Assessing Standards Board
file